

DUTY STATEMENT

Classification: Energy Resource Specialist III (Managerial)	Position No. 6100-4805-002
CBID: M10	Office: Emerging Fuels & Technologies
Date Prepared: August 5, 2015	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the general direction of the Deputy Director, Fuels and Transportation Division, the Energy Resource Specialist III – Managerial (ERSIII) is responsible for planning, organizing, directing and managing the staff, programs, and activities of the Emerging Fuels and Technologies Office. This office has primary responsibility to implement the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program. The ERSIII advises the Deputy Director, Executive Director, and Commissioners on a broad range of transportation fuel efficiency, new fuels market development, and technology development issues. In addition, the ERSIII represents the Division and Commission before various state, federal and local energy regulatory agencies and regional, national, professional, and governmental bodies which significantly influence the state's policy with respect to petroleum issues.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and hearing room environment and may require standing and walking, as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level may be high. Some travel is required to attend off-site meetings or participate in workshops and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet browsers; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES: The incumbent will:

- 55% Plan, organize, and direct the staff, products, and activities of the Division's Emerging Fuels and Technologies Office. This includes managing the Biofuels Unit and the Medium/Heavy Duty Unit; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; hiring, training, coaching, and evaluating staff to allow them to meet their duties and develop their capabilities; facilitating open communication within the Office and between the Office and other parts of the Commission and other agencies; facilitating a positive and professional work environment within the Office; directing and reviewing staff work products and holding staff accountable for their products and performance. (E)

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- 15% Assist the Deputy Director and serve as a member of the Division's Management Team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures. (E)
- 15% Develop policy recommendations and advise the Deputy Director, Executive Director, and Commissioners on a broad range of transportation fuel and vehicle technology issues. (E)
- 10% Represent the Division and the Commission before various state, federal, and local agencies, the Governor's office staff, Legislature, industry groups and other organizations that significantly influence the state's energy policy. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> VACANT Date </div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Energy Resource Specialist III (Managerial) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> JUDITH FRIEDMAN Date </div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Deputy Director </div>

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